

## **BROXTOWE BOROUGH COUNCIL**

### **JOB DESCRIPTION**

<b>Directorate:</b>	Strategic Director's Department
<b>Division:</b>	Environment
<b>Post No &amp; Job Title:</b>	T258 - Arborist
<b>Grade:</b>	5
<b>Responsible to:</b>	T249 – Arborist Team Leader
<b>Main purpose of the job</b>	<p>To undertake a wide range of tree work relating to the maintenance and management of trees throughout the Borough.</p> <p>During the summer period the postholder will be required to assist with grounds maintenance duties</p>

### **Main Duties and Responsibilities:**

1. Receive instructions from the Arborist Team Leader relating to the work programme for tree works.
2. Assist in undertaking a full range of tree work including pruning, felling, shaping etc. using full safety and climbing equipment.
3. Utilise all mechanical equipment, machinery and hand tools in accordance with relevant arboricultural operations.
4. Maintain all mechanical equipment and machinery used in connection with the work in a clean condition. Set up machinery prior to use to ensure effective operation.
5. When required drive allocated vehicle in accordance with the requirements of the Highway Code.
6. Check vehicle and related plant items daily before leaving the depot this includes the following checks; oil, water, fuel, lights, tyres, brakes and other requirements including power mechanisms.
7. Report all vehicle defects to the Workshop Manager via the relevant sheet
8. Inspect ropes and climbing equipment to comply to LOLER regulations.
9. Ensure that work is carried out effectively to achieve quality and financial objectives, ensuring the safety of all members of staff and the public at all times.
10. Carry out minor maintenance or repairs to surrounding ground following works.
11. Undertake tree work outside normal working hours as and when required.

12. Respond to out of hour's emergency call outs.
13. Put out and collect all road signs in accordance with Chapter 8 of the Highways Act.
14. Undertake general horticultural and maintenance work as required due to seasonal workloads.
15. As required assist with completion of late burials.
16. Carry out any other duties that are within the scope and grading of the post which could also be requested by the line manager or Head of Service.

### **CAR USER**

A car user status has not been attached to this post.

### **SPECIAL CONDITIONS**

Duties will include work outside normal office hours.

In addition to the above the post holder will also be responsible for ensuring that:

- All necessary paper work is carried out.
- All duties will be carried out in the working conditions normally inherent in the particular jobs.
- All duties must be carried out to comply with; The Health & Safety at Work Act, other Acts of Parliament and any nationally or locally agreed Codes of Practice, which are relevant.
- Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.

### **RESTRICTIONS**

This is not a politically restricted post.

This post is subject to exemption with reference to the Rehabilitation of Offenders Act 1974.

### **NOTE**

The above job description sets out the main responsibilities of T258 Arborist but should not be regarded as an exhaustive list of the duties that may be required. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder during the Personal Development Review process.

All employees are expected to maintain a high standard of service delivery and to uphold the Council's policies in accordance with equality and diversity standards, and health and safety standards, and to participate in training activities necessary to their job.